

CLASS TITLE:

**CLERICAL WARD AIDE
(SUBSTANCE ABUSE)**

Class Code: 02412600

Pay Grade: 07G

EO: F

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To perform routine clerical duties within the Office of Substance Abuse; and to do related work as required

SUPERVISION RECEIVED: Works under the immediate supervision of a superior from whom assignments are received and by whom work is checked upon completion.

SUPERVISION EXERCISED: Usually none.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

- To make entries in various ward forms, charts and records.
- To check various charts and forms for completeness and proper order.
- To route charts and mail to the proper departments and individuals.
- To answer the telephone and to make calls for the ward staff.
- To serve as ward receptionist to patients, physicians, personnel, visitors and clergy.
- To initiate and verify appointments throughout the hospital.
- To notify the information desk of admissions, transfers, discharge and deaths.
- To assist authorized personnel to locate charts, reports and other information.
- To keep the nurse's station in order, including files and the bulletin board.
- To order clinical supplies as directed.
- To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A working knowledge of English; the ability to make simple tabulating and arithmetical computations; the ability to understand readily and carry out simple oral and written directions; the ability to enter in and maintain files and records; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a senior high school.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Created: December 13, 1992

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